

Classroom Reservation Request Form

(Updated July 2005)

1. Unit, Agency or Organization: _____
2. Training Event Title: _____
3. Dates of Training Event: _____ # of Participants: _____
4. Start Time: _____ End Time: _____ End Time on Last Day of Event: _____
5. Contact Name: _____ Phone: _____
6. Email Address: _____
7. Billing Address: _____
8. Specific Classrooms Requested (See page 2) _____
9. Room Configuration (Check One): ☐ Classroom (tables & chairs) ☐ Auditorium-style (chairs only) ☐ Horseshoe
11. Are you using a caterer? What days and times will they arrive? _____
12. Who will check on classroom and equipment setup in advance, and when will they arrive?

13. Special Requests? (i.e. description of room set-up, internet connections, etc. Provide specific details or attach separate sheet)

All Units, Agencies and Organizations reserving classroom space at the OKRTI agree to abide by the following rules:

1. All persons, possessions and vehicles coming onto the OKRTI grounds are subject to search at any time.
2. Military service members must have a valid Military ID Card and are required to carry it at all times.
3. Civilians must have a valid Driver's License or some form of photo ID and are required to carry it at all times.
4. Civilian organizations must provide a complete roster of attendees at least 24 hours prior to the start of their event.
5. Do not back into parking spaces. (Tactical military and marked law enforcement vehicles are exempt)
6. Park only in designated spots, do not park on the grass or along curbs. Violators are subject to immediate towing.
7. Use of tobacco products (including smokeless tobacco) inside the classroom buildings is prohibited.

THE OKRTI NOW HAS A STAFFED SECURITY GATE AND 100% ID CHECKS ARE IN EFFECT. SERVICE MEMBERS WITHOUT A VALID MILITARY ID CARD WILL NOT BE ALLOWED ONTO THE OKRTI GROUNDS. CIVILIANS WITHOUT A PHOTO ID AND/OR NOT ON A CLASS ATTENDANCE ROSTER WILL NOT BE ALLOWED ONTO THE OKRTI GROUNDS.

I understand the above rules and I understand I am responsible for informing my class attendees of these rules.

Signature of person making reservation request

General Information:

The OKRTI does not provide expendable teaching supplies. Other than Dry-Erase Markers, all teaching materials (notebook paper, flipchart pads, pens, pencils, etc.) must be provided by the group conducting the training.

Services which the Oklahoma RTI provides:

The OKRTI will perform one set-up per classroom, which must be specified at least **two working days** prior to classroom use. You will otherwise have to set up classroom tables and chairs yourself. Our facility also provides the use of all available classroom equipment, including Computers, LCD Projectors, TV / VCRs, Dry-Erase boards, etc. If you need assistance with the equipment, contact Master Sergeant Esparza or Sergeant First Class Elliott in Room 110, Education Center. OKRTI employees will make coffee for your class (using your supplies) if prior arrangement is made for us to do so.

Telephones are available in the Education Center lobby for your convenience. However, long-distance calls must be placed using your own phone card. Messages for individuals in class can be phoned in to (405) 475-1500 / 1502 and they will be delivered to your classroom. You can have faxes sent to (405) 478-2790, which is in Room 110 of the Education Center. Phone messages and fax cover sheets should include as much information as possible so we can find you! Outgoing fax and limited photocopying services are available in Room 110, Education Center. However, these services may not be available after-hours or on weekends.

For more information, visit our website at <http://www.okrti.com> or <http://www.ond.state.ok.us/RTI/>

Please call if you must cancel a class! You may still be charged if you simply do not show up on your scheduled day of training.

OKLAHOMA REGIONAL TRAINING INSTITUTE FACILITY RATES

Rates apply to non-military use only. DoD organizations may use the classroom facilities free of charge on a first-come, first-served basis

BUILDING	CAPACITY**	SQ FT	DAILY RATE (2003 Rates)
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Education Center

Auditorium 103	144 or 200*	3,636	\$ 135.00
Computer Lab 109	17	605	150.00
Classroom 101	40	1,116	65.00
Classroom 102	40	1,116	65.00
Classroom 122	20	401	30.00
Classroom 123	20	401	30.00
Classroom 124	20	401	30.00
Classroom 125	20	401	30.00

*Maximum capacity for Classroom style set-up (tables and chairs) is 144. Auditorium-style (chairs only) capacity is 200.

Gymnasium / Classroom Bldg.

Gymnasium Floor	N/A	9,230	50.00
2A	16	583	15.00
2B	16	422	15.00
2C	20	556	15.00
2D	35	1,010	20.00

** Classroom capacities are strictly adhered to, due to fire code restrictions. RTI staff will not move additional tables into your classroom to accommodate a greater number of class participants.

Classroom Reservation Inquiries: (405) 475-1511 / 1505 or Email: rticlassrooms@ok.ngb.army.mil
Fax your completed Classroom Reservation Request Form to: (405) 478-2790 (FAX)

Classroom Equipment Available:

Room 103 Auditorium: Instructor Computer, three LCD Projectors, VCR, Document Camera, Microphones, Rear-Projection SMART Board Interactive Whiteboard

Room 101 & 102: Instructor Computer, LCD Projector, VCR, DvD Player, Document Camera

Room 109: Instructor Computer, LCD Projector, 16 Student Computers, Printer, TV / VCR, Fax Machine

Room 122-125: Instructor Computer, LCD Projector, TV / VCR, SMART Board Interactive Whiteboard

Gymnasium Classrooms: Instructor Computer, LCD Projector, TV / VCR

All Classrooms: Instructor Podium, Dry-Erase Board, Flip Chart Stand

OKRTI OVERNIGHT BILLETING ACCOMODATIONS

Individual Rooms (Official Use)	Per night rate	\$15.00
Individual Rooms (Non-Official Use)	Per night rate	\$20.00
Lost key charge		\$10.00

Billeting Hours:

Monday - Friday: 7:00 a.m. - 9:00 p.m.

Saturday - Sunday: Must make arrangements in advance

FOR BILLETING RESERVATIONS: Call (405) 475-1800 / 1532
Email: rtibilleting@ok.ngb.army.mil

The primary purpose of the Oklahoma Regional Training Institute is to serve the Oklahoma Army National Guard and, secondly, to serve all Department of Defense (DoD) organizations and operations. As such, all non-military classroom and billeting reservations are on a "stand-by" status and it is understood that, in the event that a DoD entity should require the use of the reserved facilities, non-military guests may be asked to accept less desirable accommodations, or may be asked to arrange for other, outside accommodations.

For classroom details and photos and other information about the OKRTI, visit our web site:
<http://www.okrti.com> OR <http://www.ond.state.ok.us/RTI/>